

SYNOPSIS OF THE SUBMISSION REQUIREMENTS **FOR VARIANCE APPLICATIONS**

A variance application must meet the submission requirements specified below in order to be accepted for processing. Complete application packages containing all eight items must be submitted before the application will be reviewed for compliance with the submission requirements by the Applications Acceptance Section of the Zoning Evaluation Division (ZED), Department of Planning and Zoning (DPZ). If the application does not meet the submission requirements, a checklist letter outlining the deficiencies will be sent to the applicant or designated agent. The application will not be accepted and scheduled for a public hearing until all deficiencies have been resolved.

To assist in ensuring that you have submitted a complete application, please check the box provided for each item included in your application.

REQUIREMENT	SUBMITTED
<p>1. Four (4) copies of the Variance Application Form, as provided by Fairfax County, completed and signed by the applicant or authorized agent. The applicant or authorized agent can use the form found on page 9 of this Application Package or use a copy from the website. In order to fill out the application form, the Department of Tax Administration records at icare.fairfaxcounty.gov may be used to search, by using the property address, the tax map number, subdivision name, Magisterial District and zoning district. The land area of the application property must match that shown on the variance plat.</p>	
<p>2. One (1) original Variance Plat that is prepared and sealed by a professional land surveyor, engineer, architect or landscape architect licensed in the State of Virginia. See the detailed Requirements for Variance Plats found on pages 10 and 11 of this package</p>	
<p>3. One (1) copy of the current Fairfax County Official Zoning Map, showing the subject property and an area of at least a 500 foot radius around the property. If more than one (1) Zoning Map sheet is required to cover the area, such sheets shall be combined to create a single readable map. The boundaries of the subject site must be outlined in red.</p> <p>Fairfax County Official Zoning Map Sheet(s) can be obtained from Maps and Publications at 12000 Government Center, Fairfax, VA., any Fairfax County local or regional library, or from the web at www.fairfaxcounty.gov/gisapps/pdfviewer by selecting Zoning Map and the appropriate map grid (such as 045-2).</p>	

REQUIREMENT	SUBMITTED
<p>4. Photographs of the property showing <u>all</u> existing structures, terrain, vegetation, and the proposed location of any new structures. This usually includes photographs of the front, side and rear yards of the property. The subject property address should be printed on the back of the photographs and the viewpoint from which the photos were taken should be identified.</p>	
<p>5. A written statement of justification addressing in detail how the application complies with all nine (9) required standards for a variance as set forth in Section 18-404 of the Zoning Ordinance (see page 3 of this publication). If the proposal includes the request for a variance of the yard regulations for yards abutting certain principal arterial highways and railroad tracks pursuant to Sect. 2-414, a study showing projected noise Impacts, proposed mitigation measures and the effectiveness of such measures shall be submitted.</p>	
<p>6. A notarized affidavit, completed and signed by the applicant or the applicant's authorized agent. If the applicant's authorized agent completes the application or affidavit on the applicant's behalf, a certified statement from the applicant must be submitted authorizing the agent to complete the affidavit on the applicants behalf. The affidavit must be updated if there are any changes in the information. All affidavits are reviewed by the Office of the County Attorney for completeness and accuracy. A copy of the affidavit form is included starting on page 12 of this publication and is also available on the web. Please note that for additions to most single family residences, only pages 1 – 5 of the affidavit form must be completed. Please put N/A for sections on the affidavit form that do not apply. <i>Prior to each public hearing on the application, the applicant or authorized agent is required to verbally reaffirm the affidavit.</i></p>	
<p>7. A statement which confirms the ownership of the subject property, and the nature of the applicant's interest in the property. If the applicant is not the owner of the property involved in the application, evidence must be submitted showing that the applicant will have the right to use the property as proposed.</p>	
<p>8. A check written to the County of Fairfax in the amount shown on the fee schedule as set forth on page 22 of this package.</p>	